

Earning Credit Toward Meeting Graduation Requirements

Section A - Introduction

It is the policy of the Board of Education that students are required to earn 24.00 units of credit for graduation from the school district (Board Policy 7300). One unit of credit is equivalent to a full-year course, whereas a semester course yields one-half unit of credit. The 24.00 units of credit shall be earned by students following graduation from the eighth grade and prior to graduation from the twelfth grade, or as provided by Board Policy 7110 or Board Policy 7250. These credits shall be earned only through the means indicated below.

Section B - Credit for District Experiences

In most instances students shall earn credit through the successful completion of courses offered by the school district. Such courses shall include only those courses approved by the Board of Education and listed in the curriculum guides.

Students who are placed by the school district in an external educational program or course will earn credit for successful completion of those programs and courses. Grades earned in such programs and courses shall also be counted in the student's GPA.

Section C - Credit for Students Transferring into the School District

Students who transfer into the school district may receive credit for courses successfully completed in one of the following types of secondary schools:

1. Secondary schools approved by the Illinois State Board of Education or offices of education in other states and territories.
2. All other schools, including schools located outside the United States and its territories and home schools, if approved by the principal or designee.

School officials shall request that the sending school(s) furnish an official transcript of courses and credits when a student transfers into this school district.

The assistant principal for student services or designee shall attempt to place the eligible student in courses similar to those for which the student was registered at the student's previous school, provided the school district has recognized the credits received at the previous school.

Letter grades received from prior non-school district schools will be recorded on a student's transcript, but will not be counted in the student's GPA. These courses will be noted with an asterisk (*) on the transcript containing an explanation that the course was completed prior to enrollment in the school district.

Section D - Assignment of Grade Level in School

Assignment of the grade level of a student transferring into the school district is made by and is at the sole discretion of the principal or designee.

Section E - Credit for Other Non-District Experiences

1. **Correctional Institution Educational Programs**
 - a. Students may receive credit toward graduation requirements for the completion of educational programs approved by the Illinois State Board of Education that are conducted by the Illinois Department of Corrections.
 - b. Letter grades received from these programs will be recorded on a student's transcript, but will not be counted in the student's GPA. These courses will be noted with an asterisk (*) on the transcript containing an explanation that the course was completed prior to enrollment in the school district.
2. **Homebound or Hospital-Bound Instruction**
 - a. Students may receive credit toward graduation requirements through enrollment in homebound or hospital-bound instruction, in accordance with Board Policy 7160.
 - b. Letter grades received from these types of instruction will be recorded on a student's transcript, and will be counted in the student's GPA.
3. **Online Courses and Post-Secondary Institution Instruction**
 - a. Students may receive credit toward graduation requirements through enrollment in a course, subject to the conditions in paragraphs 3.b. and 3.c below.
 - b. **School District Placement Enrollment**
 - i. Students who are placed by the school district in an online course will earn credit for successful completion of the course. Such course will be recorded on a student's transcript, but will not be counted in the student's GPA.
 - c. **School District-Approved Enrollment**
 - i. Students who elect to enroll in an online course must obtain prior approval to take that course for credit through the process defined by the principal or designee. In determining whether enrollment in is appropriate for the student, the principal/designee shall consider factors including:
 1. The availability and similarity of the courses provided by the school district;
 2. The ability of the student to access the school district's courses;
 3. The number of credits needed by the student to meet graduation requirements;
 4. The age of the student; and
 5. The availability and similarity of summer school courses provided by the school district.
 - ii. Students can only take a maximum of two units of credit (4 classes) through enrollment in online courses and post-secondary institution course credit.
 - iii. All expenses involved in an online course enrollment shall be the responsibility of the enrolling student.
 1. The principal/designee of the respective school may recommend exceptions for extraordinary circumstances to the superintendent.
 2. The superintendent has the authority to approve or deny the exception.
 - iv. Letter grades received from online courses under this paragraph 3.c will be recorded on a student's transcript, but will not be counted in the student's GPA. These courses will be noted with an asterisk (*) on the transcript containing an explanation that the course was completed online.

4. Non-Glenbrook School District Summer Courses
 - a. Students may receive credit toward graduation requirements through enrollment in a non-school district summer course.
 - b. Students who elect to enroll in a non-school district summer course must obtain prior approval to take that course for credit through the process defined by the principal or designee. In determining whether enrollment in such course is appropriate for the student, the principal/designee shall consider factors including:
 - i. The availability and similarity of the courses provided at the school district;
 - ii. The ability of the student to access the school district's courses;
 - iii. The number of credits needed by the student to meet graduation requirements;
 - iv. The age of the student; and
 - v. The availability and similarity of summer school courses provided by the school district.
 - c. Letter grades received from these non-school district summer courses will be recorded on a student's transcript, but will not be counted in the student's GPA. These courses will be noted with an asterisk (*) on the transcript containing an explanation that the course was completed in a non-school district program.

Section E - Students with Pending Suspension or Expulsion

As permitted by Sections 5/2-3.13a and 5/10-22.6(g) of the Illinois School Code [105 ILCS 5/2-3.13a and 105 ILCS 5/10-22.6(g)], if an enrolling student has been suspended or expelled from any public or private school in or outside Illinois, the student must complete the entire term of the suspension or expulsion before attending courses. The superintendent or designee, may enroll the student, and if enrolled, may place the student in an alternative school program established under Article 13A of the Illinois School Code [105 ILCS 5/13A-0.5 et seq.], if available, for the remainder of the suspension or expulsion.

In the event that the student is enrolled in an alternative program, such admission and the student's continued attendance shall be considered probationary and subject to compliance with such terms and conditions determined by the principal or designee in his or her sole discretion. The student's continued attendance may be terminated by the principal or designee, in his or her sole discretion, if any of the terms or conditions is violated. Such terms and conditions may include, but are not limited to:

1. Continued compliance with an Alternative Discipline Plan;
2. Payment by the parent/guardian or student of the cost of the alternative program; and
3. Payment by the parent/guardian or student of the costs of transportation to and from the alternative program.

Section F - Proficiency Examinations

Proficiency examinations may be used for the purpose of making decisions regarding the placement of students into appropriate courses. However, proficiency examinations may not be used in lieu of classroom instruction for the purpose of earning credit to be applied toward Glenbrook graduation requirements.

Section G - Determination of Credit Awarded

1. The determination as to the extent to which credit shall be awarded for any course outside courses offered by the school district shall be made by the principal or designee. Consideration of the

extent to which credit shall be awarded shall be based on factors including, but not limited to, classroom time, course content, rigor of instruction, lab experience, demonstration of proficiency and comparison to courses offered by the school district.

2. If a student disagrees with the principal or designee's determination of credit for courses taken outside those offered by the school district, the student may request that the superintendent review such determination, and the superintendent's determination, based on that review, shall be final. Such request shall be made in writing to the superintendent within five business days after the student receives the determination of the principal or designee.

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